

**CONSENT AGENDA ITEM**  
**BOARD MEETING**  
**April 26, 2022**

**TOPIC:        **APPROVE AUTHORIZATION TO ENTER CONTRACTS FOR INSURANCE ADMINISTRATION SERVICES FOR THE 2021 CAPITAL IMPROVEMENT PROGRAM****

**BACKGROUND:**

As a result of the 2021 Bond Election, the District issued a Request for Proposals (RFP 22-043) entitled “Insurance Administration Services for the 2021 Capital Improvement Program (CIP)” with the following schedule of events:

<b>Event</b>	<b>Date</b>
RFP Issued	March 31, 2022
Deadline for Submission of Questions	April 6, 2022
Bid Proposals Due	April 14, 2022
Selection Notification	April 14, 2022

On April 14, 2022, the District received one (1) Request for Proposals (RFPs) from firms in response to the RFP. The one (1) RFP submitted was deemed responsive and compliant with the RFP requirements.

**HUB International**

The evaluation resulted in the recommendation of the top firm for insurance administration services to support the 2021 Capital Improvement Program. In accordance with Texas Government Code §2254.004, staff recommends that the Board approve the firm identified above as qualified provider of Insurance Administration Services based on demonstrated competence and qualifications; and authorize the CIP department to enter contracts for these services in support of the 2021 Capital Improvement Program.

**STRATEGIC GOAL:**

2 - Improve Operational Effectiveness and Efficiency

**ALTERNATIVES:**

1. Approve Authorization to Enter Contracts for Insurance Administration Services for the 2021 Capital Improvement Program
2. Decline to Approve Authorization to Enter Contracts for Insurance Administration Services for the 2021 Capital Improvement Program
3. Remand to Staff for Further Study

**SUPERINTENDENT’S RECOMMENDATION:**

Approve Authorization to Enter Contracts for Insurance Administration Services for the 2021 Capital Improvement Program

**FUNDING SOURCE:**            *Additional Details*

CIP 2021                                661-81-6629-B49-XXX-99-000-XXXXXX

**COST:**

Not-to-Exceed - \$300,000

**VENDOR:**

**HUB International**

\*Denotes HUB Firm

**PURCHASING MECHANISM:**

**Bid/RFP/RFQ**

*Bid/Proposal Statistics*

Bid Number: 22-043

Number of Bid/Proposals Received: 1

HUB Firms: 0

***Purchasing Support Documents Needed:***

- Bid – Bid Summary / Evaluation
- Inter-Local (IL) – Price Quote and IL Contract Summary Required
- Sole Source – Price Quote and Notarized FWISD Sole Source Affidavit
- Emergency – Price Quote and Emergency Affidavit

**PARTICIPATING SCHOOL(S)/DEPARTMENT(S)/EDUCATIONAL ENTITY:**

Capital Improvement Program

**RATIONALE:**

Insurance Administration Services are necessary to support the 2021 Capital Improvement Program. Approval of the qualification of firms and authorizing CIP to enter contracts for these services will enable the District to move forward with the procurement of the 2021 CIP projects.

**INFORMATION SOURCE:**

Vicki Burris

Committee Member Evaluation Sheet

RFQ #22-043 INSURANCE ADMINISTRATION Services

RFQ Evaluation Committee		Maximum Available Points per Category	HUB International						
Purchase Price (1.)		20	20.00						
References (5.)		5	5.00	0.00	0.00	0.00	0.00	0.00	0.00
Average Score for Evaluators A, B, C	Reputation of Vendor-Firm Profile (2)	20	17.00	0.00	0.00	0.00	0.00	0.00	0.00
	Quality of Vendor- Firm Experience (3)	20	17.00	0.00	0.00	0.00	0.00	0.00	0.00
	Meets the Districts Needs- Personnel (4)	15	13.00	0.00	0.00	0.00	0.00	0.00	0.00
	Resident Bidder Information Yes/No (7)	5	5.00	0.00	0.00	0.00	0.00	0.00	0.00
HUB (6.)		10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Financial Status of the Vendor (8.)		5	3.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Scores (Out of 100 Possible Points)</b>		<b>100</b>	<b>80.00</b>						
Rank			✓ 1						